

## Job Description: Community Manager Intern at AfterWork (Remote)

**AfterWork** is seeking a highly motivated Community Manager Intern to join our team. The ideal candidate is a creative self-starter with experience in social media management, content creation, event planning, and community management best practices. In this role, you will create social media content, manage our online community, plan and host events, and report on community engagement.

### Responsibilities:

- Create engaging YouTube scripts for AfterWork.
- Create social media content for AfterWork's LinkedIn and founder pages.
- Create weekly newsletter content for the AfterWork community.
- Develop marketing content for calendar events.
- Edit community video content.
- Attend and host community events.
- Monitor and report on social media engagement and community growth.
- Collaborate with the marketing team to align community initiatives with the brand strategy.

### Tools Required:

- Mailchimp for creating and sending newsletters.
- Notion for content planning and organization.
- Social media platforms, including LinkedIn, Facebook, and Twitter.
- Google Workspace for communication and collaboration.
- Canvas for managing online events and workshops.
- Zoom for hosting virtual events.
- Social media analytics and reporting tools like Hootsuite, Buffer, or Sprout Social.
- Basic graphic design skills using tools such as Canva or Adobe Creative Suite.
- SEO and SEM strategies for optimizing social media content.

### Qualifications:

- Currently pursuing a Bachelor's or Master's degree in Marketing, Communications, or a related field.
- Strong written and verbal communication skills.
- Experience with social media management and content creation.
- Familiarity with Mailchimp, Notion, and other content management tools.
- Experience with video editing software such as Adobe Premiere is a plus.
- Ability to work independently and as part of a team.
- Attention to detail and strong organizational skills.
- Experience with event planning and coordination.
- Familiarity with community management best practices.

**Additional Details:**

- **Time commitment:** This full-time internship requires 40 hours per week for 6 months.
- **Training and support:** You will receive regular feedback and guidance from the Community Management team.
- **Compensation and benefits:** You will receive a competitive monthly compensation for interns (Ksh. 20,000) and a flexible work schedule.
- **Company culture:** At AfterWork, we prioritize collaboration, innovation, and continuous learning.
- **Application process:** To apply, please send a cover letter and resume to [hiring@afterwork.ai](mailto:hiring@afterwork.ai) by March 10th, 2023.